



# Job Opportunity

## State Controller's Office

**Position:** Staff Service Analyst/Associate Governmental Program Analyst | Statewide

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall, Suite 275, Sacramento, CA 95814

**Issue Date:** October 24, 2005

**Final Filing Date:** October 31, 2005

**Contact/Telephone:**

Judi Hernandez, (916) 324-7255

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-220-5157-045  
051-220-5393-xxx

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the direction of a Staff Services Manager I in the California Leave Accounting System (CLAS) Unit, the incumbent will perform analytical duties associated with the operation of the statewide system including ongoing system training, customer support, maintenance, and enhancement. Specific duties include but will not be limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

Level of duties will be commensurate with the classification filled:

- Conduct statewide training for departments and campuses on the California Leave Accounting System (CLAS); coordinate the conversion and training of departments/campuses new to the CLAS; conduct other training as necessary. Some travel required (approximately 2 – 3 weeks per year).
- Plan and schedule training classes based on needs assessment submitted by departments/campuses. Provide customer support via the Leave Accounting Liaison customer service phone.
- Maintain various CLAS tables used to ensure system integrity based on mandated legislation, collective bargaining agreements and system needs.
- Define CLAS business function requirements based upon Bargaining Unit contracts, legislation and other required system enhancements; develop test plans/cases and conduct customer acceptance testing of system changes to ensure requirements are met.
- Review and analyze changes to state policies and procedures as well as proposed legislation and advise management on the potential impact to the CLAS. Consult with departmental officials in regards to policy or procedural matters.
- Formulate procedures and policies based on state policy changes due to collective bargaining, legislation, etc. Develop forms and make necessary updates to the CLAS Manual and/or Workbooks.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Prepare correspondence in the form of Leave Accounting Letters and procedures specific to departments.

**Desirable Qualifications:**

- Experience using the California Leave Accounting System (CLAS).
- Excellent interpersonal and customer service skills.
- Public speaking experience.
- Strong analytical skills.
- Ability to manage multiple projects.
- Ability to adjust priorities and meet deadlines.
- Knowledge of software applications such as Microsoft Word, Excel and Outlook.
- Punctual and dependable.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division

300 Capitol Mall, Suite 275,

Sacramento, CA 95814

Attn: Judi Hernandez